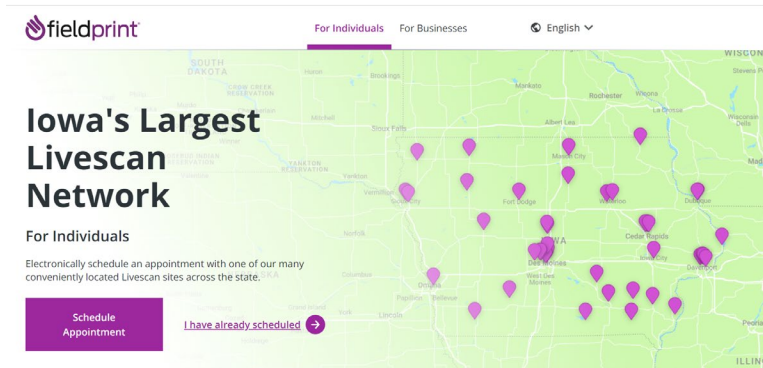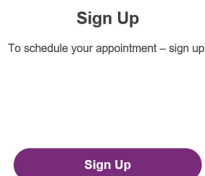## Fieldprint Iowa Scheduling Aid

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit https://fieldprintiowa.com/individuals

2. Click on the "Schedule an Appointment" button.

3. Select "Sign Up" to create an account as a New User.

4. Select "I agree" on the **Consent Agreement**.

5. Fill out the required fields in order to create an account and select 3 security questions from the drop down menu and type in the answers. Then click "Continue".

6. You will be sent a "Fieldprint Account Verification" email that contains an 8 digit code that must be entered on the "Verify Account" page. After entering the Verification Code select "Complete Registration".

7. Log in with your Username and Passowrd.

8. Type in the answer to your pre-selected security question and click "Continue".

9. Enter the Fieldprint code **FPDIALAlarm** then select "Continue".

Reason

A Fieldprint code is required to continue. If you don't have a Fieldprint code, please contact the employer or organization that sent you to this website.

Fieldprint Code*

[   ]

Continue

10. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.

11. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.

12. Please contact the Fieldprint Customer Service team at 877-614-4364 or customerservice@fieldprint.com should you have any questions or problems.